

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1215

**TITLE:** BUDGET ANALYST IV

**GRADE:** S-31

**DEFINITION:**

Under direction of the Management and Budget Director to prepare and administer the County's annual operating budget; and to do related work as required.

**TYPICAL TASKS:**

Directs the development of forms and instructions for the preparation of departmental budget requests and work programs;

Directs the compilation and analysis of fiscal data relating to the operation of the County government;

Directs the preparation and presentation of the recommended budget;

Conducts studies of County or departmental budgetary systems, prepares or supervises the preparation of analytical revenue and expenditure reports and recommendations;

Consults and advises with the County Executive and department head on budgetary problems;

Speaks before interested groups on County fiscal matters;

Keeps informed on trends and development in the field of local government finance and control.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the functions and problems of local government;

Knowledge of the principles, methods and problems of organization and management control;

Knowledge of public finance, including accounting and budgeting;

Knowledge of the principles and methods of financial analysis;

Ability to plan and carry out an effective program of budgetary preparation, analysis and administration;

Ability to conduct complex financial studies;

Ability to establish and maintain effective relationships with other officials and the public.

**EMPLOYMENT STANDARDS:**

Graduation from college and five years of increasingly responsible experience in administration or budgetary analysis work, with course work in quantitative analysis, e.g., mathematics, statistics, economics or accounting.

A Master's degree may be substituted for one year of the required experience.

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